

# VelocityHall Online Permitting Instructions

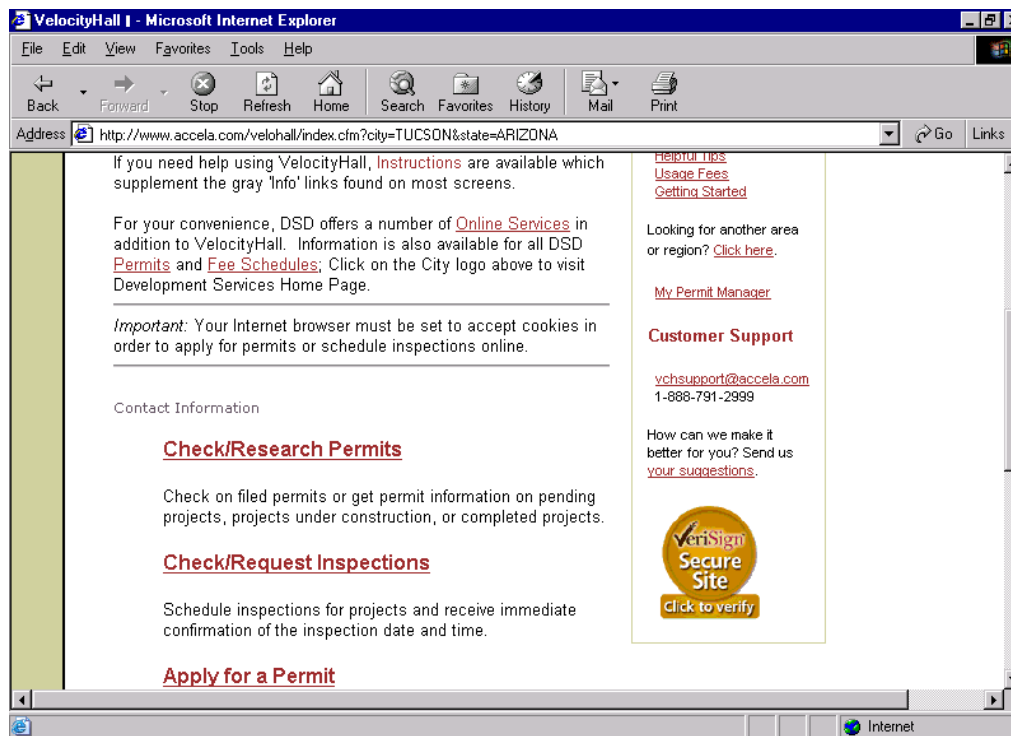


## Check Address or Parcel Details

VelocityHall's Permit Manager allows you to look up City of Tucson Address and Parcel information. You do not need to be a contractor or have a VelocityHall account to do this.

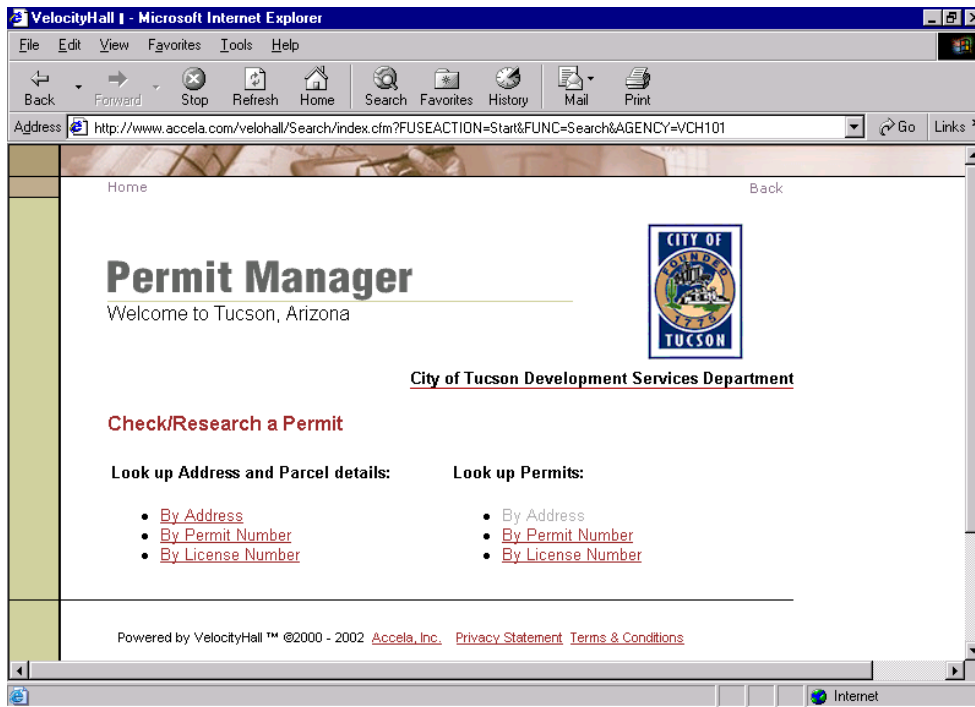
This document outlines only the 'Look up Address or Parcel details' option within VelocityHall's 'Check/Research Permits' function. You will see links to other functions Schedule/Cancel Inspections & Apply for a Permit in the process. These other functions require that you be a Licensed Contractor and have a permit or license number handy (full instructions for these procedures can be found in other online documentation), but anyone can look up address or parcel information.

To Look up Address or Parcel details, click on the "I Accept" button from DSD's Online Permitting start page and scroll down the VelocityHall Permit Manager 'Welcome to Tucson, Arizona' page (shown below).



Click on the **Check/Research Permits** link and you will see the screen on the following page.

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Items listed under the ‘Look up Permits’ heading are intended for contractors or individuals who have access to specific permit numbers. Likewise, you will need this information to look up address and parcel details by permit or license number. Anyone may look up address or parcel details by address. In summary, the three search methods outlined in these instructions are:

## **Look up Address and Parcel details**

- A. By Address
- B. By Permit Number
- C. By License Number

To search by address, enter the Street Number, Direction and Street Name. You do not need to know the full address to do your search. You may enter a portion of the address, and VelocityHall will provide a list of addresses that meet the criteria you entered.

### **Example:** (illustrated on next page)

- You enter 4500 N Ora (Note: don't use Suffix to search)
- Click the “Search >” button. A list of addresses matching the search criteria:

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The screenshot shows a web browser window titled "VelocityHall I - Microsoft Internet Explorer provided by City of Tucson IT". The address bar shows "http://www.accela.com/velohall/Search/index.cfm?FUSEACTION=StartSearch&TYPE=AA". The page content includes the "Permit Manager" heading, a "Welcome to Tucson, Arizona" message, and the "City of Tucson Development Services Department" logo. A red heading "Look up Address and Parcel details By Address" is followed by a "Search Tips" link. The search form contains fields for "Street Number" (4500), "Direction" (N), "Street Name" (Ora), and "Suffix". Below these is a "City/Community" dropdown menu set to "Tucson". At the bottom of the form are three buttons: "Search >", "Clear >", and "New Search >".

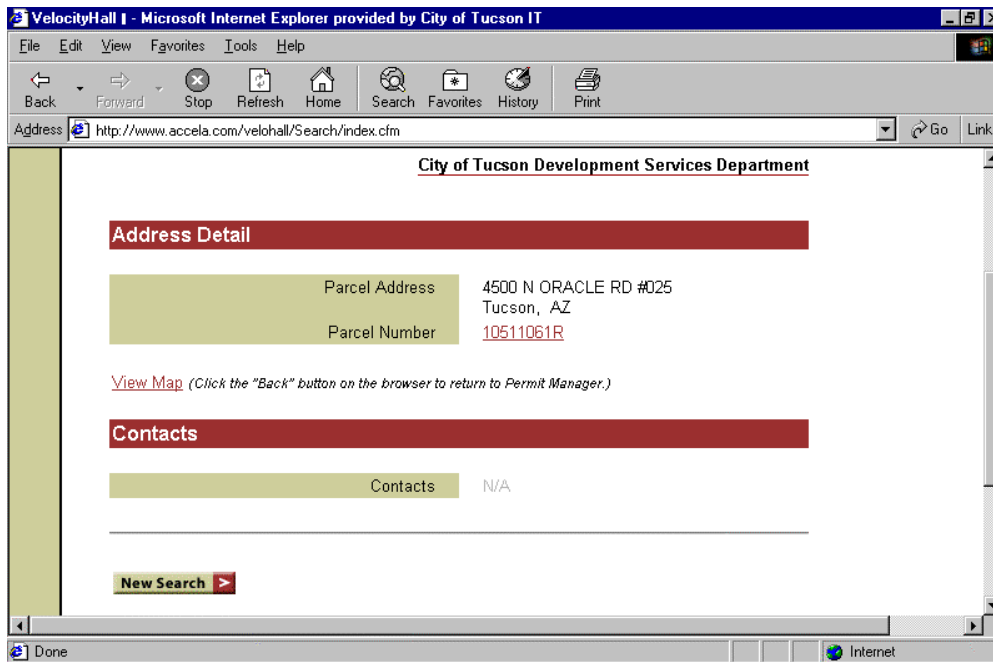
VelocityHall displays a list of all addresses that match (below):

The screenshot shows the search results page in the same browser window. The address bar now shows "http://www.accela.com/velohall/Search/index.cfm". The page content includes the "City of Tucson Development Services Department" logo and a red heading "Addresses 1 - 10 of 157". Below this is a message "Please select an address below to continue...". A list of addresses is displayed, each as a red hyperlink: "4500 N ORACLE RD #025, Tucson, AZ", "4500 N ORACLE RD #100, Tucson, AZ", "4500 N ORACLE RD #102\*, Tucson, AZ", "4500 N ORACLE RD #106\*, Tucson, AZ", "4500 N ORACLE RD #108, Tucson, AZ", "4500 N ORACLE RD #110, Tucson, AZ", "4500 N ORACLE RD #115, Tucson, AZ", "4500 N ORACLE RD #116, Tucson, AZ", "4500 N ORACLE RD #118, Tucson, AZ", and "4500 N ORACLE RD #119, Tucson, AZ". At the bottom of the list are two buttons: "Next 10 Records >" and "New Search >".

Click the desired address link from the list (above) and you will get an Address Detail screen, illustrated on the following page. If the specific address you want is not displayed, but you see you have the correct street name (e.g., Oracle for Ora, above), click the '**Next 10 Records >**' button.

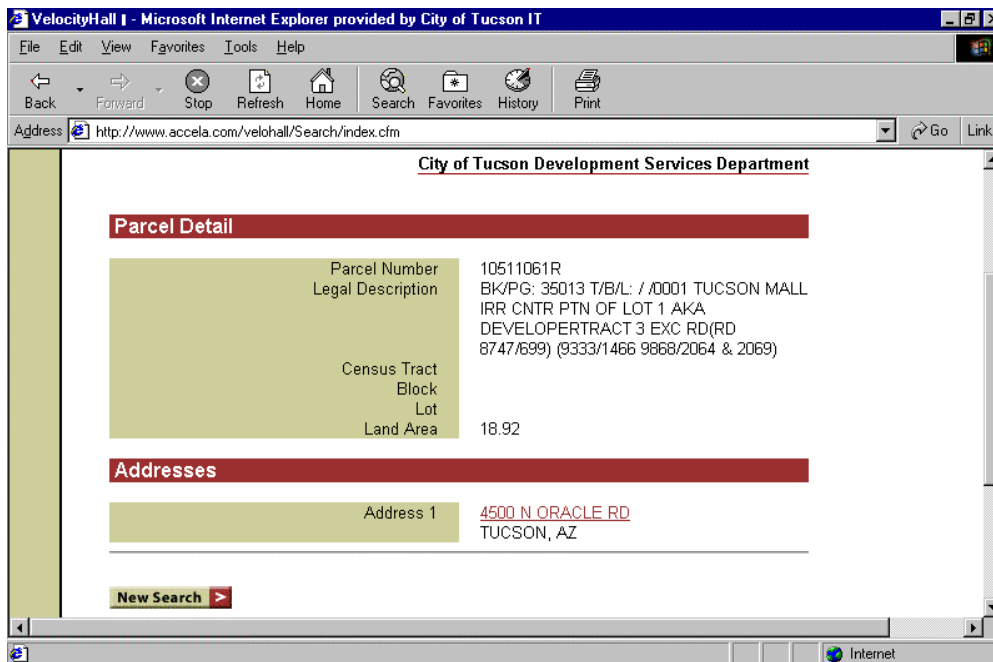
Search Hint: A quick look at the address list will tell you if the search criteria you supplied returned results close to what you were looking for. If the Street Direction or Name does not match what you intended, click on the '**New Search >**' button and re-type the search criteria.

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On the screen above there are two links, aside from the 'New Search >' button. Clicking the 'View Map' link will take you to the website "MapQuest", where you can view and printout a map image of the address/parcel location.

The other is the parcel link; click on this (10511061R, shown above) and you navigate to the following Parcel Detail screen:



Clicking on the address link, (4500 N. Oracle Rd, above) takes you back to the previous screen.

If, after referring to this document, you experience difficulty understanding any part of this new service, please contact us at the department's email address: [dsd\\_webmaster@ci.tucson.az.us](mailto:dsd_webmaster@ci.tucson.az.us)

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